

Job Description - Level 2 Coach/Gymnastics Activity Instructor



Responsible to: Head Coach
Tetbury Gymnastics Club Management Committee

Responsible for: Level 1 coaches
Gymnastic helpers
Coaching volunteers

Duties and Responsibilities:

- To deliver structured sessions including a warm up, whole group activities and a variety of floor or apparatus based skills.
- To develop gymnastics skills listed in the programme for each group using safe, structured and progressive activities.
- To follow programmes or session plans provided, to produce session plans or to select and amend existing plans as directed by the head coach.
- To work alongside other coaches to ensure consistency between different classes at the same level.
- To prepare and assess gymnasts for the Rise Gymnastics Programme.
- To prepare gymnasts for competitions and for display activities when required.
- To incorporate physical preparation activities including basic conditioning appropriate to the level of the group.
- To be aware of the range of skills covered by the qualification held and not to coach skills outside the syllabus unless specifically authorised by the head coach.
- To develop a good sense of time management in order that maximum use of time and space is achieved by all gymnasts.
- To maintain high standards of discipline within each group and encourage a work ethic appropriate to the level and potential of the gymnasts. To inform parents, if necessary and appropriate, of any discipline issues involving gymnasts.
- To become familiar with individual needs of gymnasts in each group, and adjust the programme accordingly.
- To set short term targets for individuals.
- To ensure each gymnast attempts only skills for which they are adequately physically and mentally prepared.
- To supervise the dispersal of gymnasts at the end of session.
- To direct, supervise, motivate and guide less qualified coaches or unqualified volunteers, and to ensure they are given meaningful work. Be prepared, if necessary, to discipline any coaches working under them.
- To mentor coaches working towards qualifications if requested by the head coach.
- To safeguard the welfare of all gymnasts and coaches and to take all reasonable steps to minimise the risk of accident or injury.
- To check that equipment is safe, stable and adequately matted before use.
- To ensure that gymnasts and coaches are dressed appropriately, that gymnasts have their hair tied back and no jewellery is being worn.
- To take an active approach to developing technical knowledge and coaching skills and to ensure that techniques and progressions used are up to date, by taking opportunities to attend training and development activities and to observe and work with other coaches.

- To become familiar with and adhere to the policies and procedures of Tetbury Gymnastics Club, with particular attention to the health and safety, fire procedures, data protection, welfare and equality policies.
- To deal with minor or routine queries or concerns from parents, and refer complaints or more complicated queries to the head coach.
- To undertake administrative duties as requested by the head coach.
- To deal with accidents or injuries if qualified to do so.
- To report any accidents, illnesses, safety hazards, discipline issues or child protection concerns to the responsible person, immediately if appropriate but not later than the end of the session.
- To undertake other duties commensurate with the level of the post, where reasonably requested by the head coach.

Person Specification - Level 2 Coach/Gymnastics Activity Instructor

Skills	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> BG Level 1 in women's artistic or general gymnastics. <i>or</i> Gymnastics activity instructor certificate. 	<ul style="list-style-type: none"> Qualifications in additional disciplines First aid at work qualification, paediatric first aid, or equivalent first aid certificate.
Experience	<ul style="list-style-type: none"> Experience planning and delivering a range of gymnastic programmes. Experience of coaching in various settings to a wide range of abilities. Experience in a customer facing environment. 	<ul style="list-style-type: none"> Experience of delivering a coach mentor programme. Experience of regional and national women's artistic performance pathways. Experience of managing and developing a team of coaches.
Aptitude, skills and abilities	<ul style="list-style-type: none"> Good leadership skills Ability to work as part of a team. Strong organisational skills. Ability to manage time Ability to work under own initiative. Ability to form positive working relationships with a range of people including gymnasts, parents and colleagues. Ability to deliver and support the club's ethos and structure in all sessions. Ability to motivate and assist gymnasts to develop new skills safely. 	<ul style="list-style-type: none"> Ability to motivate fellow coaches, young people and volunteers.
Personal Attributes	<ul style="list-style-type: none"> Excellent interpersonal and communication skills Punctual and reliable. A commitment to personal development. 	
Job related requirements	<ul style="list-style-type: none"> The ability to work antisocial hours including evenings and weekends. The ability to produce an enhanced DBS check issued within the last 12 months or obtain one from British Gymnastics prior to starting in post. The ability to undertake a range of training including safeguarding children, first aid, fire training, as well as improving the level of coaching in their own discipline. 	